

**AMERICAN EMBASSY NICOSIA
JUST-IN-TIME EXPENDABLE OFFICE SUPPLIES
SOLICITATION NO.: S-CY600-15-Q-0013
MINUTES OF PRE-QUOTATION CONFERENCE
MARCH 16, 2015**

Attendees

Compusave Computer Supplies
SPK Kyprianides Ltd
Unistat Ltd

Introduction

The Contracting Officer – Rita Bopp opened the conference by thanking the participants for coming and introduced Embassy personnel. The Contracting Assistant – Aliko Evangelidou stated the purpose of the pre-quotation conference was to discuss the work statement, mandatory requirements for submission of the quotation and attempt to clarify issues so that all offerors have the same information on which to prepare their quotations.

Ms. Evangelidou outlined the agenda and explained that only written questions would be accepted. Written responses will be posted on the internet via Business Opportunities, (<http://cyprus.usembassy.gov>) and a record of the pre-quotation conference will also be posted on the internet.

The mandatory requirements for submission of the solicitation

- **Standard Form - 1449**

Items 17a and 24, shall be completed. The DUNS number should be included in Block 17a.

- **Section 1.**

Continuation to Block 23 - Pricing

The pricing structure shall be placed in this section. Complete pricing for each line item, per contract period (Base Period and Two Option Year Periods).

Continuation to Block 20 - Work Statement

This section describes the scope of work of the just-in-time expendable office supplies.

- **Section 2. Contract Clauses**

This section describes the contract terms and conditions. The items that are checked are the clauses that apply.

- **Section 3. Solicitation Provisions**

This section lists the minimum information that must be included in the quotation. Please include any other information you believe would be important in evaluating your quotation. FAR 52.204-7 and the procedures for System for Award Management registration were explained.

- **Section 4. Evaluation Factors**

This section explains how the U.S. Government will evaluate the quotations. Award will be made to the lowest priced, acceptable, responsible offeror.

- **Section 5. Representations and Certifications**

Offerors shall complete this section as appropriate and submit it with their quotation.

The Contracting Officer's Representative – Agamemnon Myrianthopoulos, briefly described the Statement of Work.

Questions received will be posted on the internet with the appropriate answers under Questions and Answers No.: 1.

Conclusion

The Pre-Quotation Conference concluded and participants were thanked for their presence and expression of interest in serving the U.S. Government.